



Classroom Courses

- Identify the course number for the event you want in the system. If the course does not exist please contact Bobby Cottrell at (540) 857-6026 or Bill Craighead at (804) 663-5526.
- Provide minimum and maximum capacities for attendance.
- Minimum: _____ Maximum _____
- Event Start Time/Date: _____
- Event End Time/Date: _____
- Enrollment End Date: _____
- Location of training (included full address and room): _____
- Instructor name _____
- Course Description _____
- Target Audience _____
- Do you want a survey _____

E-Learning

- Be sure to check your course on the KC to make sure it is functioning properly (do not assume).
- Division ownership should be indicated for all e-learning load requests: Division name and course owner.
- All eLearning needs to be in SCORM 1.2.
- All manifest documents should have the accurate course name.
- Ensure your zipped file is not write protected (open the zip file and see if all documents populate, if you can't see the documents there is a permission problem) or right click on the zipped file name go to Properties and make sure the box read only is not checked. If this happens, re-publish your course and check again.
- If this is a test module, provide the people who will be testing.
- In the past, our loading threshold has been somewhere around 37 KB. If larger, consider making multiple modules.
- Master files: The master file will not be maintained by the COVKC Learner Services Group, it is the owner's responsibility to keep the master files. A common practice is to keep a library on a network drive.
- Production Keywords: Course title and Course Owner.
- Production naming: VDSS – BPS2040 - Title.
- Provide updated course description.
- Request course number if you do not already have one.
- Review Keywords: Course title and last name of people testing.
- Testing naming: VDSS – BPS2040 - Title (Production Review).
- Do you want a survey _____

Content pushed from another Domain

- Name and phone number of point of contact.
- Specifically identify the targeted audience (state and non-state, any other domains).

